

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, 15 May 2019 at 5:00 pm**

The meeting was called to order at 5:00 pm.

Present: Wendy Dumais (Chair 2021), Eula Kozma (2021), Nancy Mahar (2022), Kim Bonin (2022), John Garvey (2020), Sandra Licks (Library Director) and Jennifer Vitiello (Recording Secretary)

Absent: Gordon Terwilliger (2021) and Frank Anzalone (2020)

MEETING MINUTES

John Garvey **MOVED TO ACCEPT** the edited minutes of April 17, 2019 for Tracy Memorial Library Board of Trustees Meeting. Eula Kozma **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

John Garvey **MOVED TO ACCEPT** the non public-meeting minutes of April 17, 2019 for Tracy Memorial Library Board of Trustees Meeting. Nancy Mahar **SECONDED** the motion. There was no discussion and the motion passed **UNANIMOUSLY**.

ACCEPTANCE OF CASH DONATIONS

Cash donations were \$200 for the month of April.

A MOTION TO ACCEPT cash donations of \$200 for the month of April was made by Nancy Mahar and **SECONDED** by Kim Bonin. **THE MOTION WAS APPROVED UNANIMOUSLY**.

COMMITTEE MEETINGS & REPORTS

Library Director's Report

- Sandra reported two employees have returned for the summer season to fill in as needed. It is evident that even with this extra help there is a need to hire a permanent part-time employee.
- The *Tracy Little Free Library* project was presented to the New London Planning Board at meeting of April 23, 2019 for installation at Elkins Beach. This was presented by Sonia Garre along with Sandra. There was opposition to the location when one member explained that Elkins residents have expressed disapproval for anything that would block the view of the water. Sandra met again with Director of Recreation Scott Blewitt and decided to locate the little library at Bucklin Beach. A successful little library may be duplicated at other places in town.

A MOTION TO EXPRESS APPRECIATION AND GRATITUDE to staff members Bill Bastille and Sonia Garre for their time invested in creating, building and painting was made by John Garvey and **SECONDED** by Kim Bonin. **THE MOTION WAS APPROVED UNANIMOUSLY**.

- The youth department was very pleased with their statistics for April because over 500 people attended their programs.
- Assistant Director Jo-Ann Roy informed that patrons with Smartwatches can now download software to hold the library card.
- It is also now possible in Koha to view the particular magazine issue that has been checked out from a patron account.
- Employees in the Town have attended the required harassment training given by the property and liability insurance company. The session was about 90 minutes and was informative to employees in directing them to the different levels of recourse available at the federal, state, town and library policy level.
- The Friends met recently and they are going to sponsor a local author program for adults on September 30, 2019. Additionally, Amy Drummond join the board of The Friends and there is still one board position available.

Facilities Committee

- Sandra met with Department of Public Works Director Bob Harrington who agreed that tree pruning is necessary and an outside contractor will be contacted.
- Discussion with Bob about the cracks in the 10 minute parking area resulted in a plan to fix this summer when other work in town is being done.
- It was agreed that the library could use handyperson Matt Grimes (who performs small fix-it jobs for other town departments) when there is a need. The wooden railings at the main entry and some touch up exterior painting will be attended to ASAP.
- John L. Carter Sprinkler to give recommendations and estimates to sprinkle the building. This is the same company that performed the work at the Academy Building.
- On June 8, 2019 all the carpets in the building will be cleaned with the exception of the meeting room, which has new flooring.
- The windows in the building have not been cleaned in a few years and Sandra will contact someone to do this.
- The slate roofer has been contacted again about repairs and to remind him that capital reserve money has been reserved to extend the slate roof over the stack room. He still needs to work up a price for this.
- The electrician is coming to fix the exterior lighting along the walkways. This was delayed because the electric line needs to be dug up in order to ascertain where the problem is.
- The semi-annual HVAC maintenance to be done by the end of the fiscal year June 30, 2019, as well as several other items.
- The wall is to be repaired by Granite Roots Construction. Kim Bonin stated a corner has been hit, exposing the rebar, and the finish is flaking off the length of the wall. Prep work has begun but more cannot be done until the weather is a little warmer. In the meantime, owner Peter Swislosky will prepare a sample board of finish options for review. The trustees would prefer a smoother finish. Kim presented Frank Anzalone's idea of a removable display for children's artwork. There is a need to discuss the background color for the wall. It could match the present brick but that is fading. Pete will do this work at no charge. Sandra stated the company started some prep work on May 4th but the weather has not been conducive for finishing work and will not be done by the May 15th deadline.

A MOTION TO GRANT A 30-DAY EXTENSION to Granite Roots Construction to finish the concrete wall was made by John Garvey and **SECONDED** by Kim Bonin. **THE MOTION WAS APPROVED UNANIMOUSLY.**

Personnel & Policy Committee

- Sandra to meet with Gordon Terwilliger in the near future to discuss several personnel and policy issues.
- Eula Kozma to produce a calendar for the board listing semi-monthly appreciation events for the library staff.

OLD BUSINESS

Children and Internet use

Sandra distributed a follow-up email from patron SK who again expressed her concern for children having unfiltered Internet use at the library. The patron asked that the email be read at the board meeting and cited the Children's Internet Protection Act of 2000 and would like an "intelligent" filter system installed to block access to illegal, obscene or sexually explicit material in the children's area. There was more discussion about why filters do not work and cause other problems with computer use. Kim Bonin recently attended a trustee orientation workshop and in her information found an interpretation of the *Library Bill of Rights* regarding minors and internet use. This document states that libraries "have a responsibility to offer unrestricted access to Internet activity in accordance with local, state and federal laws . . ." John stated that the law referenced in the patron's email applies to schools and libraries that receive federal money for Internet access, which does not apply to us. Sandra reminded the board that children 10 years and older are allowed at the library without parental oversight and have the right to use the computers without supervision. Eula empathized with the patron but the library does not receive federal e-rate funding and children can just as easily bump into nefarious websites on their cell phones. Sandra stated the library computers are set to clear all website cookies at the end of a session so the next patron does not have access to the previous patron's Internet pages. John Garvey asked for more information on institutions that have existing filters and the pros and cons. Sandra stated Head of Youth Services Ben Cote had experience with filters in a school setting and is a good source of information. Chair Dumais asked for other thoughts to show SK that we are taking this issue seriously. John suggested a meeting with the patron before the next board meeting.

Supervised visits/custody issues

Sandra, John, Eula and staff member Ben Cote met ad hoc for 45 minutes about best practices surrounding supervised visits. Ben reported this has happened 4 times and the last two times were especially uncomfortable. The supervisor of the group visit got especially unpleasant when told the group could not eat food in the library. Sandra pointed to the existing behavior policy which already disallows behavior such as disruption and food. She also contacted the police department who recommended a casual walk-thru presence. It was agreed the library is not ready to create a separate policy for these visitations and hopes to find room within the existing behavior policy. Sandra informed that the library is not usually made aware of any patron's past behavior, and it would be good to empower staff if they have a situation that needs correction.

LED lighting project

Sandra reported several electrical companies had given her prices on LED conversion for the library but only one has been affordable, and this company is doing work in the other town buildings. The two-phase project is to replace fixtures in the building. Phase one includes the high-bay lighting funded by capital reserve along with a substantial Eversource Energy Rebate. Phase two includes the remaining lighting funded by the Smart Start

program along with a substantial Eversource Energy Rebate. Due to fortunate timing with Eversource, it is likely both phases can be done simultaneously.

NEW BUSINESS

Standing agenda item for open discussions

Chair Dumais asked if members would like to add an open area in the agenda for unplanned discussion. It was agreed to try for a few meetings under the heading for Committee Meetings & Reports.

Wages for FY 2020

Sandra distributed information about wage increases effective July 1st and asked members to read and review for discussion at the next meeting. Although the discussion was slated for this meeting, there was no one available to take minutes during a non-public session, and only four trustees were remaining, so perhaps letting the board digest the information for a month would be beneficial.

NHLTA regional meeting attended by Kim Bonin and Nancy Mahar

Nancy reported there was lots of new information and various libraries presented their programs. Some libraries wanted to offer groups a place to meet on a casual basis for lack of other spaces in their towns. Many considered their libraries more than just a place offering books to the communities. Kim agreed and noted that many of the libraries were much smaller although enthusiastic about their programs. It is believed that community suggestions are important to the life of library and about 45 people attended. Generally it was agreed to encourage young adults in the community to join for future library growth.

New London Barn Playhouse application to use the Garden

Sandra distributed copies of the application to use the Garden along with guidelines including the stipulation that it must be a free public event. This use needs to be approved by the Board of Trustees. The NL Barn Playhouse has proposed using the back yard for rehearsals and a couple of performances by the Junior Intern Company. A meeting was suggested between the applicant and the Garden members for questions. Sandra noted there is no accessibility for people with mobility issues and no bathrooms when the library is closed.

A MOTION TO APPROVE the application for the New London Barn Playhouse to use the Garden, with the condition that any damage be addressed/repaired was made by Kim Bonin and **SECONDED** by Nancy Mahar. There is also a second condition for a formal meeting to take place between the applicant and members of the Garden at Tracy Library. **THE MOTION WAS APPROVED UNANIMOUSLY.**

UPCOMING SPECIAL EVENTS / MEETINGS

- Sandra Licks on vacation the week of May 27, 2019
- Annual Garden party will take place on Father's Day, June 16, 2019 at 2:00 pm.
- End of fiscal year is June 30, 2019

OTHER BUSINESS/FUTURE AGENDA ITEMS

- Fall retreat facilitated by Cotton Cleveland

- Review of investment policy scheduled for the June Board of Trustees meeting. Sandra will email all members a copy for preview.

NEXT MEETING

- Third Wednesday of the month at 5:00PM: June 19, July 17, August 21, September 18, October 16, November 20 and December 18, 2019

MOTION TO ADJOURN the meeting was made by John Garvey and **SECONDED** by Nancy Mahar. The meeting adjourned at 6:10pm.

Respectfully submitted,

Jennifer Vitiello, Recording Secretary